March 3, 2014

Memorandum

TO: Deans, Directors, Chairs and HR Unit Reps

FROM: Theodore H. Curry, Associate Provost for Academic Human Resources
      John Gaboury, Associate Provost for Academic Services
      Karen Klomparens, Associate Provost and Dean, Graduate School

SUBJECT: GEU Summer Appointments

As a result of a settlement to grievances filed by the Graduate Employees Union (GEU), there has been a change to the employment periods for summer 2014 (and summer 2015) for teaching assistants who are represented by the GEU. This has resulted in the following changes:

- Article 10 (page 16) in the current Agreement is now amended. The revised periods of employment for the summer terms for the remainder of this agreement year and for 2014-2015 are:
  - Summer Appointment Period: May 16 to August 15
  - These dates must be used in ALL GEU summer appointment letters for 2014 and 2015. An updated template letter that is required for TA appointments and reflects these changes can be found here: [http://grad.msu.edu/forms/docs/TAappointment.docx](http://grad.msu.edu/forms/docs/TAappointment.docx)
  - Please note this is different than what was communicated in October, 2013 regarding the summer supplemental instructional budget. The dates above should be used instead of the dates classes are actually in session.

- Stipend amounts need to be adjusted to ensure that the TA’s are paid for the work during the teaching of a summer course. This includes the dates the class is in session as well as the completion of final grading. **Please see the attached document for the adjusted rates** (note that this document should be used in lieu of what was previously sent to Graduate Secretaries). For departments who use the summer supplemental instructional budget, the additional cost of these changes will be funded by the Provost’s Office.
Departments who do not use the summer budget will be responsible for the additional cost.

- For summer semesters, when an individual is employed in the same employing unit, the stipend amount should not be less than the individual received in the previous summer semester. If the individual was not employed in the previous summer semester then the stipend amount should not be less than the individual received in the semester immediately preceding the summer appointment during which the individual worked.

- The settlement agreement makes it clear that despite the dates of the summer term, graduate teaching assistants are expected to complete all required class related activities.

Please note, there has been NO change to the stipend amounts for fall and spring and there should not be a change to the way that faculty appointments on the summer instruction budget are processed.

If you have additional questions please contact Jim Nash in Employee Relations at nash@hr.msu.edu or 517-884-0108.